



BULLETIN 08-23-2018

Wisconsin State Accounting Manual Revisions

Sections 05-02a and 05-09: Requirement to make vendor payments 30 days after the invoice received date

These sections were revised to make it clear to all agencies that in order to maximize the State's interest earnings, Supplier payments must be made on the 30th day after the invoice received date (unless a quicker payment is necessary to gain a supplier discount). Agency payment times will be monitored for compliance with this important requirement.

Section 14-03: Retention of Supporting Documentation

This section was revised to recognize the official electronic document storage of Travel Expense and Accounts Payable documentation in OnBase.

The Wisconsin Accounting Manual may be found on the State Controller's Office website:
<https://doa.wi.gov/Pages/StateFinances/Wisconsin-Accounting-Manual.aspx>